<div align="center">**Dedicated Independent Review Item locations**</div>

Trust Fund Coordinator (get all items needed from Coordinator before going onsite to the review)

Dedicated Signature card – Call the Trust Fund Coordinator to obtain a copy the OFO approved Dedicated signature card before going onsite to perform the review. As part of the review you will use it to compare to the custodian's Dedicated signature card to ensure they are the same.

Custodian

Section II:
Dedicated Client transaction detail: The previous month's transaction detail is needed for one of the Dedicated clients of the selected caseworker. This can be obtained as follows:
- Select Reports, Memorized reports, Client Alpha
- Double click on the appropriate client
- Put the date range of the previous month in the To: and From: boxes at the top of the window

Section IV:
Dedicated Check register - Only the Dedicated check register for the period being reviewed is needed. Create this by:
- Open the check register and click print. (Company, Chart of accounts, double click correct account)
- Enter in the date range for the period being reviewed in the window that pops up
- Click okay and print.

Supporting Check documentation - Check documentation is anything that can substantiate the need for a purchase or expense and the creation of a Form 298. Examples include a budget, contract, bill, receipt, etc. This documentation is usually kept in the client's trust fund file, which resides with either the custodian or the caseworker.

Social Security Permission documentation – Permission documentation can be anything that shows that Social Security has knowledge of the expenditure and approves of the disbursement. Examples include an email, letter, documented phone call, etc.

Form 298 – These are the forms that must be submitted to the custodian before a check can be written. These forms are validated by the check documentation, and authorize the custodian to cut a check. These can also more than likely be found in the client file.

Actual checks – These are the original checks cut by the custodian that have cleared the bank and have since been returned with their bank statements. The custodian will know where these are. They will most likely be kept with the reconciliation in which they were cleared.

Section V:
Client alpha - Give the reviewer a copy of the most recent client alpha report. Make sure there is no date range selected and that all active accounts are listed, even zero balance accounts. To show zero balance accounts:
- Open the client alpha report
- Click the modify report button in the top left corner of the window
- Click on the advanced button in the bottom right corner

- The top three radial buttons in the pop up window should be selected
- Click okay in each window until you get back to the client alpha

This may bring up some zero balance accounts that may have previously been closed. Before giving the report to the reviewer, go through and change each closed account's type to an "Other Income" type account. This will remove them from the client alpha, leaving only the active accounts.

Make sure that only active accounts are listed, but that all of the active accounts are listed before giving it to the reviewer.

Dedicated SSI Information letter – Before a client is given dedicated money an information letter is received by the custodian detailing who is receiving the money, how much, and the accompanying requirements. Obtain this letter for each sampled client.

If no letter is available, Social Security must be contacted to obtain the amount entitled to the client.

Deposit Detail per sampled client – To create this report:
- Open the client alpha report
- Click on the modify report button in the upper left hand corner
- Select the filters tab
- Click on the "transaction type" field in the scroll box on the far left side of the screen under the Filter heading
- Click on the drop down box that appears and select deposit
- Hit okay in the bottom right of the main window (this will bring you back to the client alpha, which will now only display deposit transactions)
- Enter the date range for the period being reviewed in To: and From: boxes in the upper middle of the open window (this will limit the deposits shown to those occurring in the review period)
- Double click on each sampled client to bring up his or her deposit transaction list and print them

Do not memorize this report after you close the window.

Receipt writer or mail log – Each agency may use either the receipt writer program or mail log to track and record checks that come through the agency. When used in conjunction with Deposit receipts and client Deposit Details, we are able to see if there are any checks that were received that were not deposited, were not posted to Quickbooks, or both.

Obtain the mail log or a have the custodian print out a copy of the receipt writer summary for the period of review. The receipt writer may have to be filtered to sort out trust account receipts if the writer is used for more than just the trust account.

Deposit receipts – These are receipts received from the bank at the time of deposit, detailing the amount and check numbers deposited. A copy, if not the original, receipt should reside with the custodian even if they don't actually deposit the checks themselves. Obtain all deposit receipts occurring during the period being reviewed.

Section VI:
Dedicated Voided check report – To access the missing check report:
- Click on Reports
- Scroll down to Banking and click on Missing checks in the drop down list
- Select the appropriate account
- Select Modify report in the upper left hand corner
- Select the Filters tab

- Choose the voided option in the "choose filter" scroll box
- Select the yes radial button that will appear to the left of the scroll box.
- Make sure that the voided filter and the account filter are the only two filters listed in the "current filter choices" box on the right side of the screen
- Click okay
- Enter a date range in the report window so that only voided checks occurring during the review period will be shown

Use this list to select a voided check sample and enter basic information onto Schedule D.

Void/stop payment documentation – This must include documentation of the supervisor's approval of all voided checks. It may include the original voided check, a stop payment notice from the bank or printout from the Internet website, if the stop payment was done online. The documentation should all be kept together with the custodian. Obtain all void or stop payment documentation for the period.

Dedicated Monthly reconciliations – The reviewer will need to view the last monthly Dedicated reconciliation of the review period. If the custodian does not have hard copies of this report contact the Trust Fund Coordinator.

Section VII:
Client alpha – The client alpha report will show the ending balance of each client's account on a monthly basis. The reviewer will need the last client alpha for the review period. Previous client alpha reports cannot be obtained from Quickbooks. If the custodian does not have a hard copy of this report, obtain one from the Trust Fund Coordinator.

Dedicated Missing/Duplicate checks report – To access the missing/duplicate checks report:
- Click on Reports
- Scroll down to Banking and click on Missing checks in the drop down list
- Select the appropriate account
- Enter a date range in the report window so that only checks occurring during the review period will be shown

Duplicate checks can be found within the report by looking for the bold "Duplicate document number" label in the left hand column.

Dedicated Interest deposit detail – The Dedicated interest deposit detail will list how much interest was posted to each Dedicated client.
- Open the register (Company, Chart of Accounts, double click on correct account)
- Find the deposits made for each interest allocation
- Double click on each entry

This will display the deposit details for each deposit. Have the custodian print them off for review.